Self-Help Guide

Canvas: Assess and Grade Student Work

This self-help guide walks you through the process of planning, creating, and using methods of assessment and evaluation in Canvas.

Plan Assessment

Understand Assessment Options

Understand Formative and Summative Assessment

What is the Difference Between Formative and Summative Assessment?
https://www.cmu.edu/teaching/assessment/basics/formative-summative.html

Understand Canvas Assessment Tools

What are Assignments?
https://community.canvaslms.com/t5/Canvas-Basics-Guide/What-are-Assignments/t-...
Assignments Overview (video)
https://community.canvaslms.com/t5/Video-Guide/Assignments-Overview-Instructors...

Understand Quiz Types
https://community.canvaslms.com/t5/Instructor-Guide/What-quiz-types-can-I-creat...

Understand Classic Quizzes vs. New Quizzes
https://services-technologies/how-tos/canvas-understand-classic-quizzes-vs-new
Understand Discussions (video)
https://community.canvaslms.com/t5/Video-Guide/Discussions-Overview-Instructors...

Understand Collaboration Tools in Canvas

Overview of Google Drive Integrations
/services-technologies/how-tos/canvas-overview-google-drive
Use Groups for Collaboration
/services-technologies/self-help-guides/canvas-use-groups-collaboration

Get Assistance Choosing Assessment Options

Get In-Person Help

Find Your College Contact
https://it.umn.edu/canvas-transition-information-find-your

Get Help Online

24/7 Canvas Support
/how-get-technology-help
Email Canvas Support
canvas@umn.edu

Build Assignments

Build Assignments

Understand the Assignment Tool

Understand Assignments
https://community.canvaslms.com/t5/Canvas-Basics-Guide/What-are-Assignments/ta-...
Assignments Overview (video)
https://community.canvaslms.com/t5/Video-Guide/Assignments-Overview-Instructors...
Understand How to Use the Assignments Index Page
https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-use-the-Assignment...

Create Assignments

Create an assignment
https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-create-an-assignme...

Add or Edit Details in an Assignment
https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-add-or-edit-detail...

Create a Non-Submission (Offline) Assignment

Create an Assignment Shell from the Calendar

Assign an Assignment to an Individual Student
https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-assign-an-assignme...

Add or Edit Points for an Assignment
https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-add-or-edit-points...

Duplicate an Assignment
https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-duplicate-an-assig...

Delete an Assignment
https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-delete-an-assignme...

Give Extra Credit

Add Assignments with External Apps

Add an Assignment Using an External App (Voicethread, YouTube, etc.)

Import SCORM Files as an Assignment
https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-import-SCORM-files...
Create a Google Cloud Assignment
https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-create-a-cloud-ass...

Set Up Peer Reviewed Assignments

Use Peer Review Assignments
https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-use-peer-review-as...
Create a Peer Review Assignment
https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-create-a-peer-revi...
Manually Assign Peer Reviews for an Assignment
https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-manually-assign-pe...
Automatically Assign Peer Reviews for an Assignment
https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-automatically-assi...

Use Turnitin with Assignments

Learn about Canvas/Turnitin integration
/services-technologies/how-tos/canvas-turnitin-overview
Turnitin Instructor Guide
https://help.turnitin.com/feedback-studio/canvas/lti/instructor/instructor-cate...
Turnitin Student Guide
/services-technologies/how-tos/canvas-students-turnitin-guide

Build Discussions

Understand the Discussion Tool

Overview of Discussions (video)
https://community.canvaslms.com/t5/Video-Guide/Discussions-Overview-Instructors...

Create Discussions

Create a Discussion as an Instructor
https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-create-a-discussio...
Duplicate a Discussion in a Course
Delete a Discussion in a Course
Create a Group Discussion in a Course
Assign a Graded Discussion to an Individual Student
Assign a Graded Discussion to a Course Group
Assign a Graded Discussion to a Course Section

Build Quizzes

Understand the Quiz Tool

Understand Classic Quizzes vs. New Quizzes
Quizzes Overview (video)

Use the Quizzes Index Page

Understand Quiz Types
Understand Quiz Options
Understand the Survey Tool within Quizzes

Create a Question Bank

Create a Question Bank in a Course
Bookmark a Question Bank in a Course
Unbookmark a Question Bank in a Course
Delete a Question Bank in a Course
https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-delete-a-question...

Move Multiple Questions from One Question Bank to Another
https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-move-multiple-ques...

Move/Copy a Question from One Question Bank to Another
https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-move-copy-a-questi...

Import a Question Bank from One Canvas Course to Another

Create Quizzes

Create a Quiz with Individual Questions
https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-create-a-quiz-with...

Create a Quiz Where Students Only See One Question at a Time
https://community.canvaslms.com/t5/Instructor-Guide/How-can-I-create-a-quiz-whe...

Create a Quiz with a Question Group to Randomize Quiz Questions
https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-create-a-quiz-with...

Create a Quiz by Finding Questions in a Question Bank
https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-create-a-quiz-by-f...

Create a Quiz with a Question Group Linked to a Question Bank
https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-create-a-quiz-with...

Edit a Quiz Question that is from a Quiz Bank
/services-technologies/how-tos/canvas-edit-quiz-questions

Link Course Content to a Quiz Question
https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-link-course-conten...

Reorder Questions or Question Groups in a Quiz

Manage Quizzes

Use the Moderate Quiz page
https://community.canvaslms.com/t5/Instructor-Guide/Once-I-publish-a-quiz-how-d...

Make a Quiz Available Before or After the Due Date
Create Rubrics to Use with Assessments

Build Rubrics

Add a Rubric to a Course
https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-add-a-rubric-in-a-

Add a Rubric to an Assignment
https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-add-a-rubric-to-an-

Add a Rubric to a Graded Discussion
https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-add-a-rubric-to-a-

Manage Rubrics
https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-manage-rubrics-in-

Organize Assessments

Create Assignment Groups

Create Assignment Groups
Manage Your Assignment Groups

Weight Grades in a Course
Set up Rules for Assignment Groups (Drop Lowest/Keep Highest)
Exclude an Assignment from the Course's Final Grade
View Differentiated Assignments with Different Due Dates in a Course

Evaluate Student Progress

Grade Student Work

Understand SpeedGrader

Understand What SpeedGrader Is

Use SpeedGrader

Use SpeedGrader
Get to SpeedGrader
Hide or Post Assignment Grades in SpeedGrader
Sort the Student List in SpeedGrader
Use a Rubric in to Grade Submissions in SpeedGrader
Enter/Edit Student Grades in SpeedGrader
Handle Assignment Resubmissions
Grade on a Curve
Exclude an Assignment from the Final Grade

**Monitor Quizzes**

View Student Results in a Quiz
Understand Available Quiz Statistics
View a Quiz Log for a Student
Regrade a Quiz in a Course
View Survey Results in a Course
View Practice Quiz Results in a Course

**Manage TA Grading**

Set up a Moderated Assignment to Be Graded by Multiple Reviewers
Review Moderated Assignments in Speedgrader as a Moderator
Use the Gradebook

Understand the Gradebook

Introduction to Gradebook (video; 3:26)
https://www.youtube.com/watch?v=brhz_dnYfec&feature=youtu.be
Use the Gradebook

Use Grade Posting and Submission

Understand Grade Posting Policies (Video; 2:44)
https://www.youtube.com/watch?v=un4jnMRSk9c
Select a Grade Posting Policy for a Course
https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-select-a-grade-pos...
Select a Grade Posting Policy for an Individual Assignment
https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-select-a-grade-pos...
Apply a Missing Submission Policy
https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-apply-a-Missing-Su...
Apply a Late Submission Policy
https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-apply-a-Late-Submi...

Work in the Gradebook

Get to Speedgrader from the Gradebook
https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-get-to-SpeedGrader...
Enter and Edit Grades in the Gradebook
https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-enter-and-edit-gra...
Send a Message to Students from the Gradebook
Curve Grades in the Gradebook

Hide Grades That Were Previously Posted in the Gradebook

Excuse a Student from an Assignment

Exclude an Assignment from the Final Grade

Download Student Submissions from the Gradebook

Upload Student Submissions in the Gradebook

Import Grades into the Gradebook

Export Grades from the Gradebook

Filter and Sort in the Gradebook

Use the Icons and Colors in the Gradebook

Sort and Display Student Data in the Gradebook

Sort an Individual Assignment Column in the Gradebook

Arrange Columns in the Gradebook

Use the Notes Column in the Gradebook

View a Student's Grades Page in a Course from the Gradebook

View the History of All Grading Changes in the Gradebook
**Get Final Grades to PeopleSoft**

Prepare and Submit Final Grades to Faculty Center/PeopleSoft
https://it.umn.edu/services-technologies/self-help-guides/canvas-prepare-submit...

**Take Attendance**

**Understand Roll Call**

Use the Roll Call Tool

**Use the Roll Call Tool**

Edit a Roll Call Attendance Assignment
https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-edit-the-Roll-Call...
Run Roll Call Reports
https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-run-Roll-Call-Atte...

**Analyze Student Progress**

**Use Analytics**

View Course Analytics
https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-view-Course-Analyt...
View Analytics for a Student in a Course
https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-view-analytics-for...